Central Wisconsin Community Action Council, Inc. <u>EPF&A Committee Meeting Minutes</u> March 8, 2013

Present: John Earl, Bill Gomoll, Muriel Harper, Jim Layman, and Dave Singer

Excused Absence: None

Staff: Fred Hebert, Jim Dahlke, and Crystal Jolliff

Guests: None

- 1. John Earl called the meeting to order and roll call was taken with five members present.
- 2. Motion passed by unanimous vote approving the agenda and minutes of the February 8, 2013 EPF&A Committee meeting.
- 3. Motion passed by unanimous vote to go into Closed Session to discuss personnel issues. The committee resumed in Open Session.
- 4. Jim presented the Finance Report including information on equity of all our properties and growth of the properties from 2010 to 2012. There are minimal building vacancies. The new Sage Accounting Software is working quite well and will help track any late payments. Motion was approved by unanimous vote to accept the Finance Report.
- 5. Committee members discussed the updated Strategic Plan and will continue to review and consider for future discussion.
- 6. Committee members reviewed the Board Duties & Functions Assessment including how the form will be completed and how issues will be addressed arising from the assessment. The EPF&A Committee will complete; it will then be forwarded to the full board.
- 7. The Wisconsin Dells Building 10 year Anniversary Celebration & Rededication will take place immediately following the board meeting being held on Friday, April 26, 2013. Details are being planned including inviting the mayor and other dignitaries.
- 8. Fred mentioned an opportunity to manage the Community Development Block Grant for the City of Columbus.
- 9. Next Meeting April 12, 2013